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## Inside AICPA, December 28, 1992

American Institute of Certified Public Accountants (AICPA)

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December 28, 1992

**Staff  
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

**Anniversary**

Willie Marshall	Order	14th
Monte Kaplan	Management Consulting Services	11th
Joan Wright	Accounting	11th
Ruth Cowan	Circulation	9th
Wanda Amparo	Financial Management	8th
Audrei Nelson	Fulfillment	8th
Mike Molaro	Member & State Relations	7th
Deborah Olaseun	CPE Materials Management	7th
Synthia Cohen	Publications Administration	6th
Roberto Rodriguez	CPE Production	6th
Steve Moliterno	Technical Information	5th
Christine Speers	Electronic Imaging	5th

**Promotions**

In Membership Administration, Diana Darios was promoted from Clerk Typist to Member Processing Clerk and Helen Kuch was promoted from Senior Data Entry Operator to Lead Data Entry Operator.

Nadine Cunningham in Information Technology was promoted from General Clerk to Technical Advisor.

Michael Calvo was promoted from Coordinator - Marketing Research in CPE Marketing - Group Study to Microcomputer Analyst in Microcomputer Support/Office Automation.

Congratulations and Good Luck in your new positions!

**Harborside  
Postings**

Job postings and Human Resources notices are now located on the second floor in the hallway leading from the elevators on the opposite side from the reception area. A bulletin board for employee notices has been placed in the luncheon club opposite the cashier's station.

**Reminder...**

...Monthly time sheets should be delivered to the Accounting department, not to Human Resources. Thank you.

**HAPPY  
NEW YEAR!**

**Van Service**

The van leaves the New York office daily at:

9:00 a.m. 11:15 a.m. 2:30 p.m.

Staff members are to board the van at the 48th street exit of the building. Reservations must be made with the 6th floor receptionist in New York at X6241.

The van leaves the Harborside office daily at:

10:15 a.m. 12:30 p.m. 3:45 p.m.

Staff members are to board the van at the atrium exit. Reservations must be made with the 3rd floor receptionist in Harborside at X3318.

**New Jersey  
Manufacturers  
Insurance Co.**

Because the Institute is a member of the N.J. Business & Industry Association, all N.J. resident employees can apply for auto and homeowners insurance through N.J. Manufacturers Insurance Company (NJM does not write policies for N.Y. residents). NJM, New Jersey's largest property and casualty insurer, offers competitive premiums and they also return dividends of 15% on auto and 30% on homeowners insurance after the first year. If you are interested in receiving an application, mail your name, address and home telephone number to:

NJM  
Auto Applications Department  
Sullivan Way  
West Trenton, NJ 08628

**Happy New  
Year... What  
Else is New?**

As we approach the end of 1992, it is a good time to take stock of what changes have occurred in our lives since the end of last year. It is important to keep personnel records up to date, and the end of a year is an excellent time to consider when your records were last made current and what changes you may wish to make. For example:

- \* A new telephone number, address or zip code.
- \* A change in the name or telephone number of the person you want to contact in an emergency.
- \* Change of marital status.
- \* Addition or reduction in your number of dependents.
- \* Any change in the types of insurance coverage you want to take.
- \* Adding or taking dependents off your hospitalization coverage.
- \* A change in beneficiary of your life insurance plan.
- \* Notification of special educational degrees or courses completed.